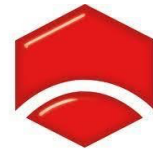


ENGINEERING HERITAGE RECOGNITION PROGRAM (EHRP)



ENGINEERS
AUSTRALIA

EHRP COMMITTEE - TERMS OF REFERENCE

Authority and Establishment:	
Establishment:	The Engineering Heritage Recognition Program (EHRP) Committee is established by the Engineering Heritage Australia (EHA) National Committee in exercise of its powers conferred under Regulation 4.14 of the General Regulations as amended.
Governance:	
Who the Committee reports to:	<p>The Committee reports to the EHA National Committee on the strategies, policies and performance of the EHRP.</p> <p>The Committee is required to:</p> <ul style="list-style-type: none">• Operate and conduct its affairs within:<ul style="list-style-type: none">○ the Royal Charter and By Laws;○ the General Regulations;○ these Terms of Reference; and○ Engineers Australia's Policies, Procedures and relevant Management Instructions.• Promote best practice governance and management for its operations.
Structure and size of the EHRP Committee:	<p>The Committee is to comprise engineers and associated professional heritage practitioners with an interest in engineering heritage.</p> <p>The Committee is to comprise a minimum of five and a maximum of ten members, who are to be appointed by the EHA National Committee. The Chair of EHA is an ex-officio member of the EHRP Committee.</p> <p>Committee members should, where possible, represent a range of engineering disciplines and experience, taking account of diversity, skills, and technical proficiency.</p> <p>The Committee may co-opt additional members or other persons, including student members, from time to time as corresponding members to address specific issues or assist with the work of the Committee. Such members do not have any formal role or voting rights. The maximum term a co-opted member can serve is 1 year.</p>
Term of Office:	<p>The term of office of Committee members shall be two years beginning on 1 January the year following their appointment. Members of the Committee may serve additional terms to ensure continuity of the work of the Committee.</p> <p>A member can serve a maximum of four terms, excluding time spent as Chair or Deputy Chair.</p>

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Nominations, Appointments & Casual Vacancies:	<p>Members of the Committee are to be called for and selected in an open manner that may include an expression of interest process. While financial membership of Engineers Australia is not an essential criteria for Committee membership, a preference will be given to appointing Committee members who are financial members of Engineers Australia.</p> <p>Student members are not eligible to be members of the Committee.</p> <p>Casual vacancies can be filled by the Committee Chair at any time with EHA approval of Committee membership being obtained on an annual basis.</p>
Appointment of EHRP Chair and Deputy Chair:	<p>The EHRP Chair and Deputy Chair will be appointed by the EHA National Committee. The Chair and Deputy Chair will hold office for a two-year term commencing 1 January the year after they are appointed. The Chair and Deputy Chair of the Committee may be reappointed for further terms of either 1 or 2 years but may only hold that office for a maximum tenure of 6 years from the date of their initial appointment.</p> <p>The EHA National Committee may by resolution remove an EHRP Chair and/or Deputy Chair.</p>
Committee Role and Key Activities:	
Role:	<p>The role of the Committee is to:</p> <ul style="list-style-type: none"> • consider proposals to nominate for awards (brief exploratory submissions) and provide an opinion as to whether a nomination would be likely to succeed; • evaluate award nominations and ensure they satisfy the laid down criteria; • decide appropriate level of award; • consider proposed interpretation panels and negotiate acceptable designs with Division heritage groups, who may need to consult owners; • consider matters relevant to the Program and make recommendations to the EHA National Committee; • provide advice and information on Program matters to Engineers Australia, its members, and to others as required; • revise and up-date the Engineering Heritage Recognition Guide; and • revise procedures as required, in consultation with Divisional heritage groups; and recommend amendments to the EHRP Guidelines for approval by EHA National Committee.
Key Activities:	<p>The EHRP Committee key activities are:</p> <ul style="list-style-type: none"> • developing and managing engineering heritage criteria consistent with the <i>Conservation of Australia's Heritage – An Engineers Guide</i> document and other relevant national, and international heritage standards and international agreements, as applicable; • developing and maintaining a comprehensive and consistent Engineering Heritage Recognition Program Guideline document; • reviewing and evaluating submissions/reports/nominations on engineering heritage items to determine whether they should be approved for inclusion in the EHRP; • overseeing the response to any complaints or appeals;

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	<ul style="list-style-type: none"> • supporting and disseminating information that assists with the development of best practice in Heritage Engineering; • recommending and advising the EHA National Committee on the appointment of members to the EHRP Committee; and • undertaking such other tasks or actions as the EHA National Committee may from time-to-time request or authorise.
Meeting Arrangements, Assessment and Appeals Process:	
Meeting Arrangements:	<ul style="list-style-type: none"> • The Committee shall meet at least four times each calendar year. Additional meetings may be held as required. • No Committee decision shall be made at a meeting where fewer than five members are present. • The Committee may meet and resolve its business either in person or via video meetings. An audio connection to a video meeting is sufficient for a member to be considered present at a Committee meeting. • The Committee shall produce a summary of the meeting's decisions and an action list after each meeting and make these available to the EHA National Committee on request. • The Committee will provide an annual report on the status of the EHRP to the EHA National Committee.
Assessment Process:	<p>The Committee will be guided by the following in making decisions in relation to any proposal, nomination or panel design:</p> <ul style="list-style-type: none"> • All nominations are to be made in accordance with the <i>Guidelines</i> and nomination template provided; • the Committee will support where possible a nomination and guide authors in the documentation and recognition of significant engineering heritage; • it is not the responsibility of the Committee to undertake further research, but to satisfy itself that the information provided in the nomination is accurate and provides appropriate evidence in support of the nomination; • it is not responsibility of the Committee to undertake detailed editorial review of nominations. It is up to the proposer to ensure that such nominations are fully and properly edited for the Committee's consideration.
Appeals Process	<p>Where the EHRP Committee has a view different from that of the proponents of the nomination, the issue will be discussed with the Branch Committee with the objective of reaching a consensus.</p> <p>If a consensus cannot be reached, either the Branch Committee or the EHRP Committee can refer the proposed nomination to the EHA National Committee. Based on the submitted nomination documentation, the EHA National Committee (with <i>ex-officio</i> EHRP members abstaining if appropriate) will decide if the nomination is approved for inclusion in the EHRP and at what level.</p>